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SECRETARY OF THE AIR FORCE**

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Personnel

**FINANCIAL MANAGEMENT AND
COMPTROLLER ANNUAL AWARDS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFR 36-28, *Awards and Decorations*. It describes award categories, eligibility requirements, nomination procedures, and the selection process for recognizing outstanding performers--individuals and groups--in financial management and comptrollership. **Attachment 1** lists references, abbreviations, and acronyms used in this instruction.

(AFSPC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2846, *Financial Management and Comptroller Annual Awards Program*. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Air Force Space Command (AFSPC) financial management and comptroller functions at the wing level. It does not apply to the Air Force Reserve Command nor Air National Guard units. This supplement describes the award categories to support the AFSPC Top Dollar Program. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

This is the initial publication of AFI 36-2846, substantially revising AFR 900-49. It adds, changes, and deletes, awards. This instruction adds the following awards: Financial Services Officer, Airman, and Civilian of the Year; Financial Analysis Officer, Airman, and Civilian of the Year; Acquisition Costing Military and Civilian of the Year; Nonappropriated Funds Analyst of the Year; Financial Services Office of the Year; Financial Analysis Office of the Year; and Best Team--Annual Top Dollar Competition. The following awards have changed: renames Outstanding Contribution to Comptrollership to Outstanding Contribution to Financial Management and Comptroller; renames Best Comptroller Organization to

Financial Management and Comptroller Organization; and changes the eligibility for the Accounting and Finance Officer, Airman, and Civilian of the Year. This instruction deletes the following awards: Cost Analysis Officer, Airman, and Civilian of the Year; Budget Officer, Airman, and Civilian of the Year; Best Budget Office; and Best Cost Analysis Office.

(AFSPC) The revision of this publication is to meet the format standards required by Air Force, no content material has changed. Some required format changes have been made to allow for the conversion process.

1. Purpose and Scope. This program recognizes outstanding performance by both individuals and groups at all levels of command. It complements major command (MAJCOM), field operating agency (FOA), direct reporting unit (DRU), and base recognition programs by focusing attention on the most deserving individuals and groups in the financial management and comptroller community (see [Attachment 2](#)). Individuals and groups, except where otherwise noted, operate under the functional management of the Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM).

2. Nomination Procedures:

2.1. The nomination procedures listed in paragraphs [2.1.1](#) through 2.1.3 apply to all awards except Author of the Year and Best Team--Annual Top Dollar Competition.

2.1.1. The award period covers 1 fiscal year, 1 October through 30 September. Submit original nominations by the first workday in January to SAF/FMPC, 1130 Air Force Pentagon, Washington DC 20330-1130.

2.1.2. Follow the appropriate nomination format, using one or more of the attachments in this instruction:

- [Attachment 3](#)--Identifying Data.
- [Attachment 4](#)--Individual Awards.
- [Attachment 5](#)--Organizational Awards.
- [Attachment 6](#)--Special Acts and Services Award.

2.1.3. Nominating officials submit only one nomination for each award category, except for the Special Acts and Services Award. SAF/FMB, SAF/FMC (including the Air Force Cost Analysis Agency [AFCAA]), and SAF/FMP each compete as single entities for Outstanding Contribution to Financial Management and Comptroller Awards.

2.1.4. Nominations may come from any of these officials:

- SAF deputy assistant secretaries.
- Air Staff directors.
- MAJCOM, FOA, or DRU Directors, Financial Management and Comptroller.
- Commanders or directors of organizations outside the Department of the Air Force for the Outstanding Contribution to Air Force Financial Management and Comptroller award.

3. Selection Process:

3.1. Selection panels consist of at least three members and are chaired by a general officer or civilian equivalent for all awards except the Author of the Year and the Best Team--Annual Top Dollar Competition awards. SAF/FM deputy assistant secretaries select the chairpersons.

3.1.1. SAF/FM deputy assistant secretaries and the MAJCOM Directors, Financial Management and Comptroller select the Author of the Year from the quarterly winners of *The Air Force Comptroller* magazine.

3.1.2. MAJCOM Top Dollar winners compete for the Best Team--Annual Top Dollar Competition award.

3.2. The selection panels evaluate individual nominees for:

- Job Knowledge and Duty Performance - 20 percent
- Outstanding Achievements - 50 percent
- Leadership/Management Traits - 20 percent
- Professional/Community Accomplishments - 10 percent

3.3. The selection panels evaluate organizational nominees for:

- Mission Accomplishment - 25 percent
- Outstanding Achievements - 50 percent
- Management of Resources - 25 percent

3.4. Each selection panel Chair forwards its recommendations through SAF/FMPC to SAF/FM for approval.

4. Award Recognition:

4.1. SAF/FM announces award winners (first place and runner-up) via message to MAJCOM/FMs, FOA/FMs, DRU/FMs, SAF/FM deputy assistant secretaries, and all other nominating organizations.

4.2. Nominating officials of first-place winners send to SAF/FMPC within 1 month of the announcement, photographs of all first-place individual and organizational award winners (except Special Acts and Services Awards). Photographs appear in the April issue of *The Air Force Comptroller* magazine and are displayed on the Air Force Financial Management and Comptroller award board in the Pentagon.

- Individual award winners (first place) provide two 5- by 7-inch black and white photographs (take military pictures in service dress uniform without cap).
- Organizational award winners (first place) provide two 10- by 8-inch black and white photographs.

4.3. Each first-place award consists of an engraved plaque and a congratulatory letter from the SAF/FM to the award winner's MAJCOM, FOA, or DRU commander for presentation to the award winner. In addition, the winner of the Best Team--Annual Top Dollar Competition award also receives a traveling trophy.

4.4. Each runner-up award consists of a certificate and a congratulatory letter from SAF/FM to the award winner's MAJCOM, FOA, or DRU commander for presentation to the award winner.

4.5. Nominating officials forward individual awards to winners who have transferred, separated, or retired from the Air Force.

4.6. Military members receiving individual first place awards may wear the Air Force Recognition Ribbon. Civilian recipients receiving individual first place awards may wear the Air Force Recognition Lapel Pin. AFI 36-2803, *Individual and Unit Awards and Decorations* and AFI 36-2805, *Special Trophies and Awards*, describe the ribbon and lapel pin.

4.7. Award recipients must provide documentation to the servicing Military Personnel Flight or Civilian Personnel Office for personnel system update.

5. Special Recognition Programs:

5.1. MAJCOMs, FOAs, DRUs, Air Staff, and Secretariat staff should establish programs to honor their personnel with award ceremonies and news media coverage.

5.2. In addition, these organizations should support other appropriate award programs that recognize professional achievements. Other award programs related to financial management and comptrollership include:

5.2.1. American Society of Military Comptrollers (ASMC). ASMC is an educational professional organization for military and civilian personnel who are involved in comptrollership. Each year ASMC recognizes individuals for outstanding accomplishment within each of the functional fields of comptrollership. The October issue of the *Armed Forces Comptroller* magazine provides information on this program.

5.2.2. Association of Government Accountants (AGA). The AGA is a professional organization concerned with financial management matters in federal, state, and local government. Each year the AGA recognizes individuals who have made outstanding contributions in the field of financial management. Each local AGA chapter solicits nominations.

5.2.3. Department of Defense (DoD) Financial Management Awards Program. Annually, the DoD recognizes individuals or groups who have made significant contributions to the improvement of financial management. DoD 7000.14-R, Volume 1, *Department of Defense Financial Management Regulation (General Financial Management Information, Systems, and Requirements)*, May 1993, provides information on this program. The DoD comptroller solicits nominations at the beginning of each calendar year.

ROBERT F. HALE, Assistant Secretary of the Air Force
Financial Management and Comptroller

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

AFPD 36-28, *Awards and Decorations*

AFI 36-2803, *Individual and Unit Awards and Decorations* (formerly AFR 900-48)

AFI 36-2805, *Special Trophies and Awards* (formerly AFR 900-29)

Abbreviations and Acronyms

AFCAA—Air Force Cost Analysis Agency

AFSC—Air Force Specialty Code

AGA—Association of Government Accountants

ASMC—American Society of Military Comptrollers

DoD—Department of Defense

DRU—Direct Reporting Unit

FOA—Field Operating Agency

MAJCOM—Major Command

NAF—Nonappropriated Funds

Attachment 2

AWARD CATEGORIES AND ELIGIBILITY

A2.1. Individual Awards:

A2.1.1. Financial Management and Comptroller of the Year. A single award to an officer or civilian comptroller working below MAJCOM, FOA, or DRU level.

A2.1.2. Financial Analysis Officer, Airman, and Civilian of the Year. One award each to an officer, airman, and civilian working below MAJCOM, FOA, or DRU level.

A2.1.3. Financial Services Officer, Airman, and Civilian of the Year. One award each to an officer, airman, and civilian working below MAJCOM, FOA, or DRU level. Personnel assigned to a Deputy Accounting and Finance Office are also eligible for this award.

A2.1.4. Accounting and Finance Officer, Airman, and Civilian of the Year. One award each to an officer, airman, and civilian working in an Accounting and Finance Office or a Regional Accounting and Finance Office.

A2.1.5. Acquisition Costing Military and Civilian of the Year. One award each to a military and a civilian assigned to a cost position.

A2.1.6. Nonappropriated Funds (NAF) Analyst of the Year:

- **NAF Analyst of the Year--MAJCOM, FOA, or DRU Level.** A single award to an officer, airman, or civilian working at MAJCOM, FOA, or DRU level.
- **NAF Analyst of the Year--Installation Level.** A single award to an officer, airman, or civilian working below MAJCOM, FOA, or DRU level.

A2.1.7. Outstanding Contribution to Financial Management and Comptroller--Officer, Airman, and Civilian. One award each to an officer, airman, and civilian assigned at MAJCOM, FOA, or DRU level.

A2.1.8. Outstanding Contribution to Financial Management and Comptroller--Military and Civilian. One award each to a military and a civilian assigned to the Secretariat, Air Staff, or the AFCAA staff. Nominees may be assigned outside of a financial management function but must be within a financial management Air Force specialty code (AFSC) or related civilian job series.

A2.1.9. Outstanding Contribution to Air Force Financial Management and Comptroller--Military and Civilian. One award each to a military and a civilian assigned to an organization outside the Department of the Air Force.

A2.1.10. Resource Advisor of the Year. Personnel with any AFSC or civilian job series are eligible.

- **Resource Advisor of the Year-- MAJCOM, FOA, or DRU Level.** A single award to an officer, airman, or civilian working at MAJCOM, FOA, or DRU level.
- **Resource Advisor of the Year--Installation Level.** A single award to an officer, airman, or civilian working below MAJCOM, FOA, or DRU level.

A2.1.11. Educator of the Year. A single award to an officer, airman, or civilian assigned as an instructor in educating financial management and comptroller personnel. Instructors with any

DAFSC or civilian job series are eligible. They must be assigned to the Sheppard AFB Comptroller Training Flight, Professional Military Comptroller School, or Air Force Institute of Technology.

A2.1.12. Author of the Year. A special award to the officer, airman, or civilian selected as *The Air Force Comptroller* magazine's best author of the year.

A2.2. Organizational Awards (for organizations below MAJCOM, FOA, or DRU level):

A2.2.1. Financial Management and Comptroller Organization of the Year. A single award to the best financial management and comptroller organization in the Air Force.

A2.2.2. Financial Analysis Office of the Year. A single award to the best financial analysis office in the Air Force.

A2.2.3. Financial Services Office of the Year. A single award to the best financial services office in the Air Force. Deputy Accounting and Finance Offices are also eligible for this award.

A2.2.4. Accounting and Finance Office of the Year. A single award to the best accounting and finance office or regional accounting and finance office in the Air Force.

A2.2.5. Disbursing Agent Office of the Year. A single award to the best disbursing agent office in the Air Force.

A2.3. Special Acts and Services Award. Awards given to Air Force financial management and comptroller organizations or any part of the organization performing a special act or service.

A2.4. Best Team--Annual Top Dollar Competition Award. A single award to the MAJCOM team selected as the winner of the Annual Air Force Top Dollar competition.

A2.4. (AFSPC) AFSPC/FM Annual Top Dollar Awards Program. A certificate will be presented for the First Place and Runner-up in each award category. The Top Dollar Team "Winner" will receive a Traveling Trophy, Permanent Trophy, a plaque for each team member and any other honorary award deemed applicable by AFSPC/FM. The Top Dollar Team "Runner-up" will receive a Permanent Trophy and a certificate for each team member. The Traveling Trophy will be returned at the next AFSPC Annual Top Dollar Competition.

Attachment 3

FORMAT FOR IDENTIFYING DATA

AWARD CATEGORY:

NOMINEE DATA:

NAME:

Grade

First

MI

Last

DUTY TITLE:

(for organizational awards, enter organization's functional title)

OFFICE ADDRESS:

(include office symbol)

BASE:

PHONE NO:

DSN

Commercial (include area code)

NOMINATING OFFICIAL DATA:

NAME:

Grade

First

MI

Last

DUTY TITLE:

OFFICE ADDRESS:

(include office symbol)

PHONE NO:

DSN

Commercial (include area code)

Signature of Nominating Official

Date

Attachment 4

INDIVIDUAL AWARDS

A4.1. JUSTIFICATION FOR: (*State Appropriate Award*).

A4.2. JOB KNOWLEDGE AND DUTY PERFORMANCE: (Explain concisely the nominee's understanding of the principles and procedures involved in his or her assigned duties. Describe how the nominee exceeded the scope and magnitude of assigned duties or the level of performance expected. Include the impact on the customer and customer expectations and satisfaction. Identify the nominee's technical skills, ingenuity, and any other factors bearing directly on the performance being evaluated.)

A4.3. OUTSTANDING ACHIEVEMENTS: (Describe what the nominee accomplished, how he or she accomplished it, why he or she undertook the project, its impact, and the nominee's specific role. Consider the nominee's scope of responsibilities, the number of personnel he or she supervised directly or indirectly, and other job-related factors. Also consider how the nominee demonstrates effective management of resources. Include dollar or time savings, productivity increases, long-range implications, and general applicability to other sections or organizations. Where possible, use quantitative data to substantiate narrative statements, indicating the basis for all estimates and projections.)

A4.4. LEADERSHIP AND MANAGEMENT TRAITS: (Provide brief examples of how the nominee's knowledge and use of leadership and management traits supported the mission and people. Include examples of integrity, commitment, and professionalism.)

A4.5. PROFESSIONAL ACCOMPLISHMENTS: (Describe what the nominee has done above the normal expected in areas such as self-improvement, college, seminar, additional job-related education, professional military education, and community service.)

NOTES:

1. Type nominations on plain 8-1/2- by 11-inch bond paper, with 1-inch top, bottom, and side margins, using no smaller than 12-point type. Nominations must be no longer than two pages (one side only).
2. Use bullet format.

Attachment 5

FORMAT FOR ORGANIZATIONAL AWARDS

A5.1. JUSTIFICATION FOR: (State Appropriate Award)

A5.2. MISSION ACCOMPLISHMENT: (Identify the organization's overall effectiveness and contribution in fulfilling its role and mission.)

A5.3. OUTSTANDING ACHIEVEMENTS: (Describe what the organization accomplished, how the organization accomplished the project, why it undertook the project, and the project's impact.)

A5.4. MANAGEMENT OF RESOURCES: (Focus on the effective management of monetary or human resources or both. Include dollar or time savings, productivity increases, long-range implications, and general applicability to other sections or organizations. Where possible, use quantitative data to substantiate narrative statements, indicating the basis for all estimates and projections.)

NOTES:

1. Type nominations on plain 8-1/2- by 11-inch bond paper, with 1-inch top, bottom, and side margins, using no smaller than 12-point type. Nominations must be no longer than two pages (one side only).
2. Use bullet format.

Attachment 6

FORMAT FOR SPECIAL ACTS AND SERVICES AWARD

A6.1. JUSTIFICATION FOR: SPECIAL ACTS AND SERVICES AWARD

A6.2. Identify the specific organization for which the award is recommended, such as financial analysis office.

A6.3. State the specific time period of the act or service.

A6.4. Describe the act or service, using narrative. Describe what the organization accomplished, the difficulties and obstacles it overcame, and the direct effect the act or service had or will have on financial management at all levels. Also state the tangible or intangible benefits to the Air Force (for example, significant dollar savings).

NOTES:

1. Type nominations on plain 8-1/2- by 11-inch bond paper, with 1-inch top, bottom, and side margins, using no smaller than 12-point type. Nominations must be no longer than two pages (one side only).
2. Use bullet format.